



## **JOB ANNOUNCEMENT**

**TITLE:** 2 Case Manager, Full-time; 40 hrs/week  
**PROGRAM:** Supported Living Program  
**SALARY:** \$3,210.00/month, plus excellent benefits

### **PRIMARY RESPONSIBILITIES:**

Under the supervision of the Program Director or Assistant Director the Case Manager provides client care, service documentation and facility monitoring for clients of assigned apartments, and has backup responsibility for other apartments, all of which are located in multi-level buildings. Generally, the Case Manager responds to the treatment and rehabilitation needs of assigned clients, monitoring their progress, stability, and movement throughout the course of treatment in the program. Specific functions are outlined in the job description.

Duties include: Assume primary case coordinating responsibilities for all clients that are assigned, including but not limited to advocacy, counseling, crisis intervention, and treatment and discharge planning. Orient new clients to the Supported Living Program and facilities. Develop treatment plans with maximum client participation. Conduct intake interviews and case conferences. Lead or co-lead group sessions, including house meetings. Maintain program records including client records, progress notes, treatment plans, and other relevant information. Participate in the on-call system of the program, including evenings and weekends.

### **MINIMUM QUALIFICATIONS:**

Master's degree in a mental health related field and a social service related license preferred. Extensive experience in community mental health may be substituted for the degree requirement, depending on nature and length of experience. Specific experience in residential treatment and/or knowledge of social rehabilitation is preferred. At least two year's experience in a community mental health program is preferred. General case management skills, plus good clinical judgment specific to treatment planning, crisis assessment/intervention and milieu therapy are expected. Must be able to communicate effectively with staff, clients, and other providers both orally and in writing. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability. Must be able to negotiate several flights of stairs during each work shift. Bi-lingual Spanish/English preferred.

**Applicants of color are encouraged to apply.**

Upon receipt of a job offer and before commencement of employment, must submit to a fingerprint check and health screening exam in order to obtain clearance from the State Dept. of Social Services, Community Care Licensing. Must have a valid California drivers license, and must be insurable under the agency's current auto insurance policies. Must be able to provide own car. **Employment is contingent upon meeting the above minimum qualifications.**

### **SEND RESUME TO:**

**Human Resources Manager/SLP**  
**368 Fell Street, San Francisco, CA 94102,**  
**FAX: 415-861-0257**  
**[kscripps@progressfoundation.org](mailto:kscripps@progressfoundation.org)**

